

BUDGET COMMITTEE MINUTES

November 16, 2017

Members Present: Carl Hagstrom, Win Wright, Ben Thomas, Martin Nolan, Kathy Stark, Andrew Wood, Debbie Favreau, and Selectman's Representatives, Nancy Carney & Daniel Baker

Absent: Natasha Michelson

Mr. Hagstrom opened the meeting at 7 pm.

Members were asked to review the minutes of Nov 2, 2017. Mr. Wright made a motion to accept the minutes and Ms. Stark seconded. The minutes were passed.

Supervisor of the Checklist:

Jane Wright present the budget for the Supervisors. She stated there were 3 elections and one special election for 2018.

Line 120- salaries for part time.

Line 130- salaries for elected officials.

Mr. Nolan inquired as to who these represented. Ms. Wright replied the part time reflected the ballot clerks, for which there was usually 2-4, depending on the election and the elected officials were the three supervisors of the checklist and the moderator.

Line 353- Ms. Wright stated this was advertising the supervisor sessions, for four elections, in the Keene Sentinel. Rates have increased so Ms. Wright will try to keep the inserts less wordy.

Line 620- office supplies include the toner

Line 625- postage costs, not usually spending much

Line 630- equipment maintenance includes the computer used for ElectionNet

Line 825- mileage for any training events

Ms. Wright commented that the increase in the total budget was due to having 4 elections next year.

Mr. Hagstrom asked if anyone had any questions concerning this budget. Mr. Nolan commented that it was straightforward. With no further questions Mr. Hagstrom moved onto the budget of the Tax Collector.

Tax Collector:

Jane Wright presented the budget for the Tax Collector.

Line 120- part time salaries for 2 employees. This includes the 2% cost of living increase. Ms. Wright stated that her salary is not known until April when her contract is renewed.

Line 315- consultant services; Ms. Wright made known that this figure is incorrect. It should be \$2675.00. She just received the bill from Avitar.

Line 342- data processing is the cost for the email account

Line 440- rentals/leases is the cost of the post office box and the copier use

Line 630- equipment maint/repair- spent over the budget due to a major issue with the computer.

Line 825- Ms. Wright shared that she usually carpools to any tax event or conference

Ms. Favreau indicated that the total budget was now \$29679.41 due to the increase in line 315.

Mr. Hagstrom asked if there were any questions. With there being none, he thanked Ms. Wright for her time.

Highway Department:

Gene Cuomo presented the highway budget. Ms. Favreau shared that the approved budget for 2017 should be \$5000.00 less for a total of \$ 430, 727, 00.

Line 110- Full time. - Mr. Cuomo indicated that this figure includes the 2% cost of living increase and also the step increase due one employee. Currently he is down one employee but the budget reflects the 4 full time positions he has.

Line 120- part time- \$2000, 00 only if he could fill that position.

Mr. Nolan asked if he had the 4 full time employees, would still need the part time one. Mr. Cuomo confirmed that he would not.

Line 210: health insurance saw a 6% decrease due to a change in plans. Ms. Favreau comment that Blue Cross never went down.

Line 350- medical services- drug testing which is not done often, so this was reduced by \$600.00

Line 353- advertising- increase \$100.00 for hiring ad; rates have gone up

Line 357- radio/radar maint- up \$500.00, radio needed to be replaced

Line 410- electricity- increase due to higher rates or trucks plugged in during cold temperatures

Line 411- heat & oil- this cost is just to maintain the furnace. They burn used oil so no costs for heating oil

Line 636-diesel fuel- they pre-buy and will use more with a snowier winter

Line 661- tires- a decrease of \$1000.00 only the F350 needs tires in the spring

Line 635- materials

Mr. Wood asked what materials are included. Mr. Cuomo responded it was for gravel and patch.

Line 689- signs- none purchased yet but making a list to replace signs on private roads. Mr. Cuomo would like to switch colors, maybe red/white or black/gold. He said they were pricey.

Mr. Hagstrom commented about vandalized signs.

Mr. Wood asked about the size for which Mr. Cuomo replied that they would replace as needed and make larger.

Line 692- snow removal hired- decrease of \$5000.00

Line 694- construction material- increase of \$1000.00, for catch basins and grates

Line 830- training- need to re-certify flaggers

Ms. Favreau stated the total budget shows a \$799.00 increase. MS. Stark asked if the \$5000.00 from last year was factored in. Ms. Favreau replied that it was.

Transfer Station:

Gene Cuomo presented the budget.

Line 120- part time- increase of \$2500.00.

Mr. Thomas inquired about the number of employees. Mr. Cuomo stated he had 3 part timers and 1 fill-in. He added that they were all due for a step increase and the figure included the 2% cost of living increase.

Line 318- labor contracts- no increase

Mr. Cuomo mentioned they were in the second year of their contract with Monadnock Disposal Services and they were doing a good job. He also mentioned the global market changes and sometimes there are costs to remove recyclables instead of receiving any revenue. Mr. Nolan asked if the town was covering its cost. Mr. Cuomo responded that they are not. He stated that if the fees were increased, there would be more trash alongside the road. He added that only 75% of the costs are covered.

Line 410- electricity- decrease of \$200.00

Line 411- heat and oil- decrease of \$500.00

Line 412- water- decrease of \$ 100.00 for drinking water

Line 413- sewer- decrease of 200.00 for the port-a-potty

Line 560- dues/subscriptions- decrease of \$100.00

Mr. Cuomo stated the total budget was \$135,850.00; an increase of \$1300.00.

Mr. Hagstrom asked if there were any questions for Mr. Cuomo. Mr. Cuomo shared that his employees do a wonderful job and that he is happy to have them and is glad they have stayed.

Mr. Hagstrom then called upon the Recreation Department.

Recreation:

Cindi Beede and Christi Filipi present the Recreation Department budget

Line 120- part time- &1000.00 increase in salaries because Friday was added to the Summer Rec.

Line 318- labor contracts- decrease of \$400.00- Greg Matson hayed the ski hill in exchange for the hay. He may do this again next year.

Mr. Hagstrom commented that this was a win-win situation.

Line 341- telephone- decrease of \$50.00. Ms. Beede shared that the phone at the pole barn was suspended for the period it was not in use

Line 353- advertising- decrease of \$100.00. Ms. Beede indicated that all their summer help has returned so advertising won't be needed.

Ms. Stark asked if they were required to advertise. Ms. Beede responded that they do and it is done through the Fitzwilliam Newsletter, postings at the Library and through Facebook.

Line 410- electricity- decrease of \$300.00

Ms. Stark asked how that was accomplished. Ms. Beede replied that the lights at the pole barn were turned off and turned on only when an event was scheduled. Ms. Stark also inquired if LED's were used. Ms. Beede did not know and added they don't use a timer. Mr. Hagstrom asked if the ice rink would be set up this year. Ms. Beede replied that they were leaning towards a no on that. She stated there wasn't much interest last year and with the weather being bad, it was not available. She noticed there weren't a lot of complaints. She added that they also need volunteers to maintain it.

Line 430- repairs/maintenance- no change

Ms. Beede shared that the basketball courts were resurfaced 2 years ago and already they are chipping. Ms. Carney stated that water had gotten under and caused the damage.

Line 610- general supplies- decrease of \$ 1400.00

Ms. Beede stated that expenditures for the Summer Rec had been moved to line 810 for organizational reasons.

Line 629- equipment purchase-

Ms. Favreau pointed out that the approved 2017 budget showed \$20.00. Ms. Stark asked what it was for and Ms. Beede responded she wasn't sure, perhaps when she was locked out of her computer. Mr. Hagstrom noted that it wasn't a large purchase.

Line 650- grounds keeping- decrease of \$200.00 for the pole barn

Line 810- other charges- all costs for Summer Rec.

Ms. Beede shared that Fridays were added to the program. They revised some events to save on costs, having the event come to the children instead of busing them to the location. She added that it

worked out well and will tweak some next year, Ms. Filipi commented that the children seemed to be doing the same thing each year so changing it up is for the better. Mr. Baker asked how they budget and where does the revenue show up. Ms. Beede replied the program is subsidized by the town. Ms. Stark replied that the monies cannot go into the revolving account because of salaries.

Line 825- mileage-

Ms. Favreau stated the approved 2107 budget showed \$220.00 for mileage. Ms. Stark noted the approved difference was then \$40.00.

Line 830- training

Ms. Favreau stated the 2017 approved budget for this line item was \$50.00 more, that being \$350.00. Ms. Beede replied that it was for the background checks for the Summer Rec program employees. Mr. Hagstrom asked if they require lifeguards. Ms. Beede stated that in some years they do require lifeguards; it depends on where they go. It does cost \$300.00 to certify. Ms. Carney shared that CPR and First Aid training is provided free. Mr. Hagstrom commented that it was a great class. Mr. Wood inquired if training is needed, will it be covered. Ms. Beede replied that it would be. Ms. Favreau indicated the total 2017 approved budget was \$41565.00, making this year's budget \$1365.00 less. Mr. Nolan asked if background checks are needed every year, for which Ms. Beede replied they were. Mr. Wood commented that it would be far easier if we had our own trained people. Ms. Stark added and our own pool. Mr. Wood recommended the budget for training be increased to \$500.00 so that there is a little cushion.

Mr. Hagstrom thanked Ms. Beede and Ms. Filip for presenting their budget.

Mr. Hagstrom asked about the budget for the Town Clerk. Ms. Favreau responded that they do not have anything yet.

Mr. Hagstrom then announced he would like to review the budgets for the next meeting.

Police Department:

Mr. Hagstrom asked about their complement for which Ms. Carney replied they have 3 full time and 4 part time employees. Mr. Nolan commented that there was a huge increase in salaries. It was noted that this was to cover while one employee was attending the police academy. Mr. Hagstrom questioned the length of the academy, for which Mr. Wood replied it was 16 weeks and that it was paid for by fines. Mr. Hagstrom asked about lodging and Mr. Wood stated that have accommodations for 5 days and return home on the weekends.

Mr. Hagstrom asked about having a contract so the employee commits to staying after completing the academy. Ms. Carney stated they try to have them stay but it won't hold up in court. Mr. Wood commented that if the contract is done appropriately, then it will hold up in court. He also said some towns have a contract and some do not.

Mr. Wood inquired if the \$81779.00 on Line 120 was to cover while another was at the academy. Ms. Favreau wasn't sure. Ms. Stark asked if some of the increase was due to insurance. Ms. Favreau replied most of the increases were in salaries.

Mr. Nolan inquired about the prosecutor for which Ms. Carney stated that comes out of the Board of Selectman's budget.

With no further questions, Mr. Hagstrom indicated he would like to move onto the budget for the Animal Control.

Animal Control:

Mr. Hagstrom asked if Warren Hall has prepared the budget. Ms. Carney responded that it was done by the Police Department. Mr. Hagstrom also asked if it was an as-needed position. Ms. Carney replied in the affirmative.

Mr. Hagstrom declared he will now move onto the Conservation Commission.

Conservation Commission:

Mr. Nolan commented that it was straightforward. Mr. Hagstrom asked if the secretary was a part time position. Ms. Carney replied that it was. Mr. Hagstrom indicated that Line 390 was explained on the last page. Mr. Wright wanted to know if they bought land. Ms. Favreau responded they did a Forestry Management Plan. Mr. Wright asked if anyone knew what was in their account now. Ms. Favreau replied they have \$ 24,459.00. Mr. Nolan asked if this came from current use fees. Ms. Favreau told the group that the fees were added in at the end of the year. Mr. Nolan then asked if they had any restrictions on how they spend the monies. Ms. Favreau responded that they can spend it like they usually do.

With no further questions or comments, Mr. Hagstrom adjourned the meeting at 8:25pm.

Submitted by

Marion Wheeler